



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	2	Licensing Procedures	
Section	3	Location of a center (N.J.A.C. 10:122-2.3)	

§10:122-2.3 Location of a center

(a) The license shall be issued to a specific center sponsor/sponsor representative at a specific location and shall not be transferable.

(b) When two or more buildings are, or will be, utilized to accommodate centers operated by the same sponsor/sponsor representative, the sponsor/sponsor representative shall apply to the Office of Licensing for either:

1. A separate license for each center in each building; or
2. A single license covering all the buildings that comprise a single center provided that:
 - i. The buildings are on the same or contiguous properties;
 - ii. The programs have the same director; and
 - iii. The Office of Licensing determines that issuance of a single license would not be detrimental to the health, safety, well-being, and development of the children served.

(c) A center shall not be located near or adjacent to areas determined by the Office of Licensing to be hazardous to the physical health and safety of the children.

(d) The requirements for co-location of a center within a multi-use building are as follows:

1. The sponsor/sponsor representative of a center that is, or seeks to be, co-located in a multi-use building shall indicate on its application the nature of the co-location.
2. Prior to approving the site, the Office of Licensing shall determine that the multi-use site does not pose a serious risk to the health, safety, or well-being of the children.
3. The Office of Licensing may require the center to:

- i. Operate in a separate room, floor and/or section of the building;

- ii. Have or use a separate entrance and/or toilet facility; and/or

- iii. Meet any other physical plant, staffing, program or other operational requirements that are deemed necessary to protect the children from serious risk of harm stemming from the co-location.

4. The sponsor/sponsor representative of a center that has been approved to be located in a multi-use building shall notify the Office of Licensing of any change in use by other occupants of the building, as specified in N.J.A.C. 10:122-3.2(a).

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